

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

MARK SANFORD, CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

RICHARD ECKSTROM
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

DANIEL T. "DAN" COOPER
CHAIRMAN, WAYS AND MEANS COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

1201 MAIN STREET, SUITE 800
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

M E M O R A N D U M

TO: Human Resources Directors of all Agencies,
Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins
Director

DATE: September 7, 2005

SUBJECT: Delegation Programs

In an effort to continue to improve the Office of Human Resources' (OHR) efficiency and effectiveness, we have conducted a review of the classification and compensation delegation program. After conducting the review, we have made a change in the delegation program that we believe will improve both OHR's efficiency and effectiveness in administering this program.

The Office of Human Resources has decided to transition from annual and biennial audits to random audits. In most cases, random audits should decrease the frequency in which an agency is audited. Agencies will be selected for an audit based on key risk factors and a random selection. The risk factors that will be used to determine if an agency is selected for a random audit are: Change in HR staff, high or low number of transactions, when the agency was last audited, a significant increase in delegated authority, number of kickouts/administrative errors, and past delegation results.

Your consultant will be in contact with you when it is time to schedule a time for your next audit. Thank you for your continued efforts in maintaining a positive and productive delegation program. If you have any questions, please contact your Human Resources Consultant at (803) 737-0900.